

# **Nottingham Hackspace Manual**

**Revision 1, November 2011**

# Contents

Introduction .....	2
Map of Nearby Things .....	3
The Hackspace Online .....	4
Hackspace Organisation .....	5
Regular Events .....	5
Hackspace Rules .....	6
Health & Safety .....	7
Children .....	7
Consumables .....	8
Tools .....	8
Donations .....	9
Pledge Drives .....	9
Storage .....	10
Do Not Hack .....	11
The Studio .....	12
The Workshop .....	13
Kitchen & Snackspace .....	13
The Blue Room .....	14
Guests .....	14
Questions .....	15
Thanks .....	16

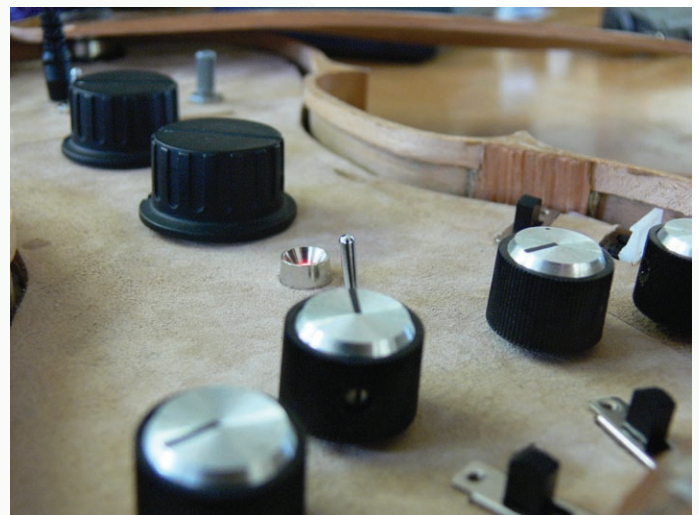
# Introduction

Welcome to Nottingham Hackspace. We hope you get a lot out of being a member. The space can be a bit daunting at first, so we've made this manual to tell you about most aspects of it.

In particular, it'll give you some idea of how the space is organised, what's available within it, plus some contacts & resources in case you have any further questions.

You might feel a bit reticent as a new member, but it's important to remember that you have as much right to use the space as anyone else now, as well as a vote in the monthly hackspace meetings.

This manual should answer a lot of your questions, but if there's anything else, email [membership@nottinghack.org.uk](mailto:membership@nottinghack.org.uk)



# Map of Nearby Things



1. Hackspace entrance on Alfred Street South

2. Local takeaway & corner shop.

3. Bus stop on Carlton Road: City buses 24, 25, 26, 27, 100. Shoplink S10.

4. Bus stop on Robin Hood Street: City bus 39

5. Best pub in the area, The Moot Hall. Good selection of beers including locally brewed ones, has a pool table too.

From the Hackspace, the National Ice Centre is located three minutes walk South West along Carlton Road. The City Centre is about twelve minutes walk West-North-West past Sneinton Market.

Street parking is generally free on the roads around the space, though cars are quickly towed when parked on double yellows.

The Aberdeen Street Car Park is pay and display, though the first hour is free.



# The Hackspace Online

The main website for the hackspace is [www.nottinghack.org.uk](http://www.nottinghack.org.uk)

The main place we have discussions is the public google group, which is open to anyone:  
[groups.google.com/group/nottinghack](https://groups.google.com/group/nottinghack)

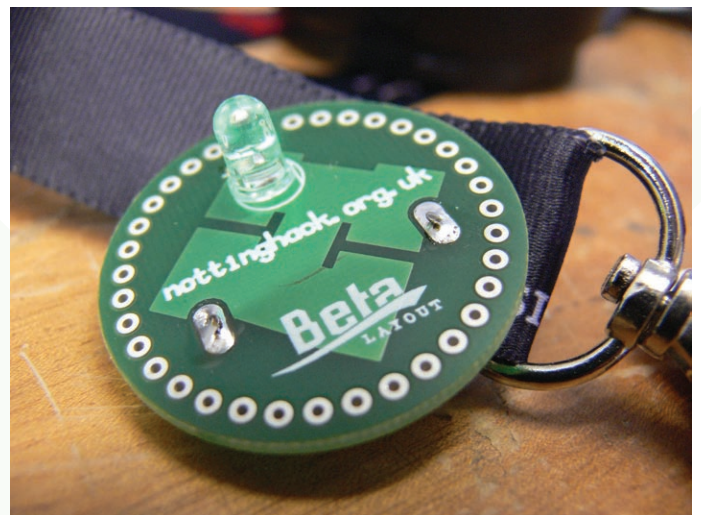
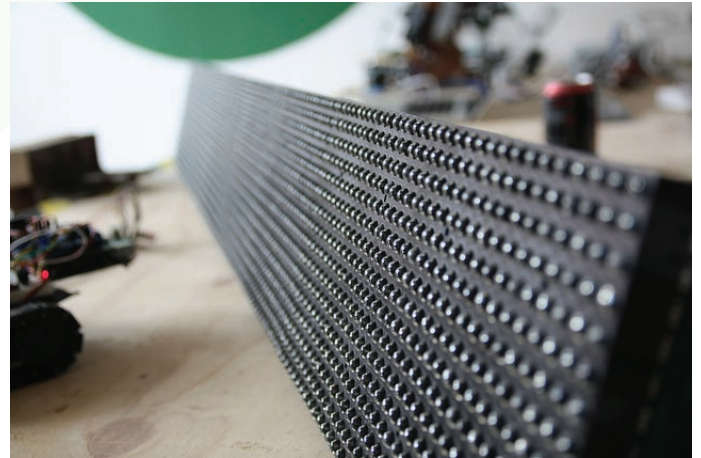
There are two Twitter accounts relevant to the hackspace: @HSNotts is the general Twitter account, & @Holly533MHz is the voice of our server, tweeting about the various sensors built into the space. The latter account is locked down & we need to verify you as a member before it'll accept a follow request.

If you blog about hackspace relevant stuff, you'd be most welcome to contribute your feed to Planet Nottinghack. Many members run their own blogs, & this automatically uses RSS to collect them all into one place: [planet.nottinghack.org.uk](http://planet.nottinghack.org.uk)

As well as the Planet, we also run a wiki here: [wiki.nottinghack.org.uk](http://wiki.nottinghack.org.uk)

To sign up for a wiki account, or submit a feed for the planet, as a new member you should have been emailed a relevant link.

There is also a #nottinghack IRC channel, located on [chat.eu.freenode.net](http://chat.eu.freenode.net). There will usually be at least a couple of board members in there on any given day.



# Hackspace Organisation

Nottingham Hackspace is registered as a non-profit limited company (Reg. No. 07766826). If there is any surplus after rent & other expenses have been paid, it is spent on tools & consumables.

There is a seven person board of trustees elected to oversee the hackspace & vote on critical issues. All of the board are volunteers.

Board meetings are held publicly, in the hackspace at 21:00 on the first Wednesday of each month, & are open to all Nottinghamhack members. Votes conducted at meetings are also open to all members.

At present, the board consists of:

Dominic Morrow  
Matt Little  
David Hayward  
Matt Lloyd  
Michael Procter  
Michael Erskine  
James Hayward

You can find some more details here:  
<http://wiki.nottinghack.org.uk/wiki/Board>

Board elections take place each May, any member can stand for election.



## Regular Events

Every Wednesday from 18:30 is the open hack night. The public are welcome to come & have a look around, talk to willing members about the space, & even use the tools and consumables if they're willing to make a donation in return.

As well as that, we lead regular workshops on various subjects. See this URL for a full calendar of upcoming events:

[http://nottinghack.org.uk/?page\\_id=309](http://nottinghack.org.uk/?page_id=309)

# Hackspace Rules



For a full elaboration of the rules, visit them on the wiki:

[http://wiki.nottinghack.org.uk/wiki/HackSpace\\_Rules](http://wiki.nottinghack.org.uk/wiki/HackSpace_Rules)

We ask that members of course keep their projects & actions at the space legal.

Rule 3 is one of the most important parts of the hackspace & the culture that's growing within it. Ideas are an easy thing to have, but making something happen counts for a lot more.

## **0. Do not be on fire.**

In everything, first & foremost look after your own & others safety.

## **1. Pay what you like but pay monthly.**

Nobody gets free membership, because it costs money to run the Hackspace. Membership costs are up to you, all we ask is that your subscription covers the use you get from the space.

## **2. 35L storage.**

All members paying £10 or more per month get storage space if they want it. Mostly, a 35L box, but see page 10 for exceptions.

## **3. Talk is cheap.**

Hackspace is full of ideas. Getting stuff done always trumps talking, & as long as something won't interfere with the space or other members, then it's okay to go ahead.

## **4. No CRTs.**

The Hackspace gets offered a lot of donations, but does not accept CRTs. Old TVs & monitors are obsolete, power hungry tech & very few people want them anymore.

## **5. Do not hack means do not hack.**

Certain things in the space are there to be used rather than hacked. It should be obvious with most things, but in cases where it's not you can make it so by putting a "DO NOT HACK" sign on it.

## **6. Clean up after yourself.**

Don't leave a wake of tools, offcuts, dust & crockery. The Hackspace has members, not staff.

## **7. No overnight sleeping.**

While at present we're permitted 24 hour access, under the terms of our lease the space is not for overnight sleeping.



# Health & Safety

Health & Safety is the responsibility of every member of Nottingham Hackspace. The hackspace has a lot of potentially dangerous tools available to members, & rather than mess around with them, you should ask to be inducted on any dangerous machine or tool you haven't used before. Generally, another member will be available & willing to do this; the best places to ask are the mailing list or at one of the open hack nights.

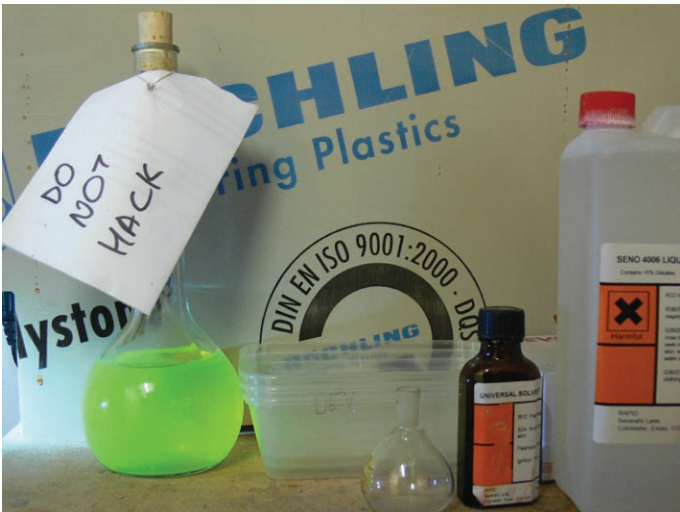
It is the duty of each member to make sure they are safe & not endangering the people around them. Safety equipment, such as protective goggles, is readily available within the workshop. Your actions in the hackspace are not the liability of Nottingham Hackspace Ltd or anyone else within it.



## Children

The Hackspace welcomes children, but please be aware that it is primarily an adult environment. While of course we won't be screening porn or having strippers in the space, outside of workshops specifically aimed at kids, members might not be watching their language. Additionally, the space has some very dangerous tools & potentially dangerous chemicals around.

Under 16s have to be accompanied by an adult, & are generally expected to be engaged with the space in some way, i.e. working on a project of some kind while they're here. Periodically, we do have events specifically for children.





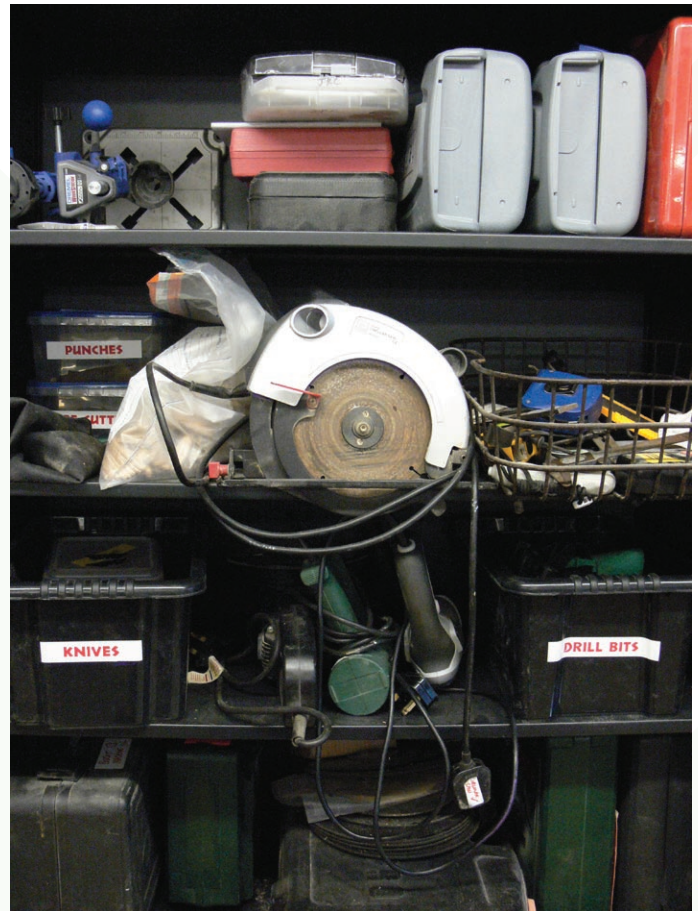
# Consumables

In the hackspace, you'll see stores of things like wood, metal, & electronics components. There are also boxes full of general hardware, enclosures, etc. Additionally, there are two large grey plastic boxes in the members store room, full of things you can help yourself to for projects, or put things in that you don't want but think might be useful to others. All of these resources are free for members to use, we just ask a couple of things: Donate any offcuts you're not using (no matter how small) rather than throwing them away, & don't take too much. "Too much" is down to your judgment.



# Tools

We have a lot of tools here that are there for members to use, but some of them are dangerous power tools, & some of them are on long-term loan rather than belonging to the space. If in doubt, or if you've never used a particular tool before, ask someone how to use it safely. It's very important to your personal safety & the ongoing use of the hackspace that you don't mess with dangerous equipment if you're not trained to use it. When using equipment, warn the people around you & brief them to act safely if you feel it necessary. Look after the tools, don't circumvent safety features, & please put stuff back after you've finished using it.



# Donations



No one is obliged to make any donations above the membership fee they choose, but people often do. These range from spare change through to old equipment or leftovers from projects. For money, there are donation pots throughout the space. For equipment & things you think others might find useful, there are two large, grey boxes on the racking in the members store room, labelled to be emptied on given months. Any of the things in these boxes are free to be scavenged or cannibalised by members for their projects.

Every so often, one of the boxes is emptied & any useful parts recovered sorted into storage. Anything deemed to be useless is sent to the tip, but when donating, we ask members not to offload blatant crap. That includes CRTs, as well as old desktop PCs & laptops, which are generally plentiful & more trouble than they're worth.

## Pledge Drives

From time to time, you may see pledge drives on the hackspace mailing list. You can ignore these if you want, they exist simply to serve members interests. The tools wishlist is always much bigger than the hackspace can afford, but pledges allow the space to acquire things it might not under other circumstances.

Facilities at the space are directed by the interests of members, especially where large, obscure things or expensive specialist tools are concerned. For instance, in the past we've had pledge drives for a vending machine, an Xbox Kinect camera, a DIY CNC machine, donations to help Leeds Hackspace, bike parking, a lathe, & replacement parts for a knitting machine.





# Storage

Any member paying £10 or more in membership per month is entitled to keep a 35 litre box at the space. A box costs £5, becomes your property, & stacks with all of the other member's boxes at the space. If you're paying over £20, then you're welcome to keep two boxes if you need them. The best way to get one is to pay in cash at an open hack night, or when you're in the space with a board member. If you have a box, we ask that you put your real name on it. Some members also put their Twitter names on their boxes too.

Sometimes, a project is too big to go in a box. If so, ask about it at an open hack night or on the mailing list. There is generally room, but it is of course finite. Such projects are fine as long as they're being actively worked on, rather than neglected/stored for months at a time.



## Do Not Hack

If you do need to store a project outside of your box, make sure to securely attach a do not hack sign, along with your name & the date.

This helps to reduce clutter & make sure space isn't being used up by neglected projects.

We may have 4500 square feet of hackspace, but in the first six months we've found it's astonishingly easy to fill.





# The Studio

The first room you enter at Nottingham Hackspace is the studio, where people tend to congregate & socialise.

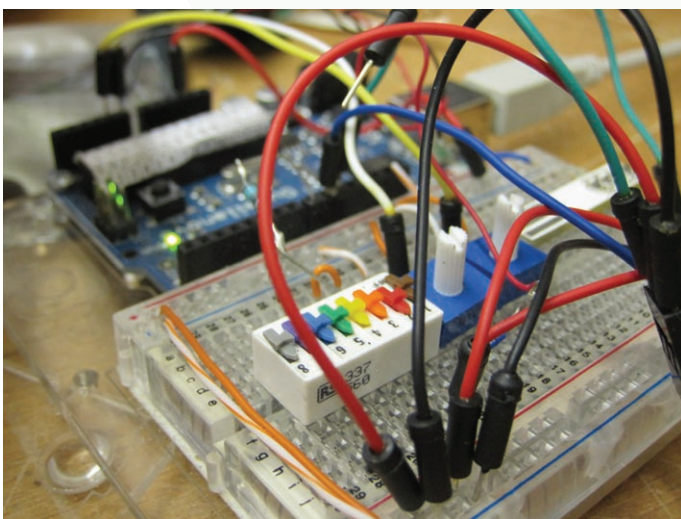
Just inside the entrance you'll find the hackspace noticeboard, & a geeky living room area with a soundsystem, cinema, phone charging station & the museum of cool looking stuff that we like to have around but don't really want to hack.

There is also usually a fruit bowl in the soft area of the studio, & the fruit is always free.

Further in, there are many tables to work at, where people work on projects that don't require the heavier facilities.

At the back of the studio is a large cutting table positioned in front of the textiles store room, which among other things is equipped with a couple of sewing machines, a knitting machine, & a steam generator iron.

On the far wall, there is also a list of benefactors that made it possible for us to move into such a large space.





# The Workshop

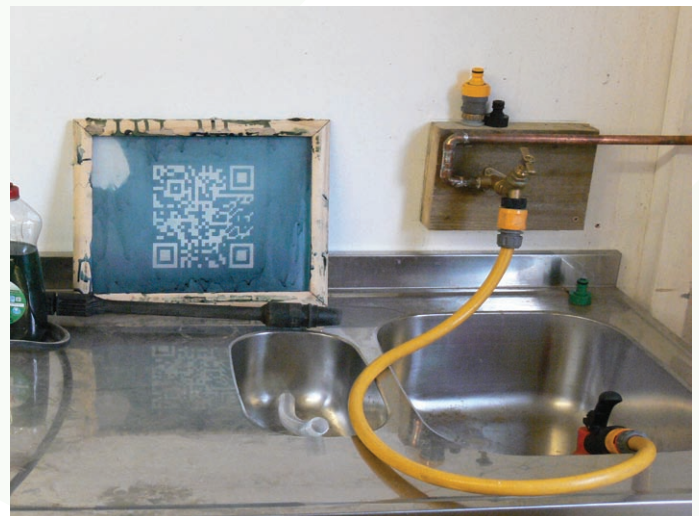
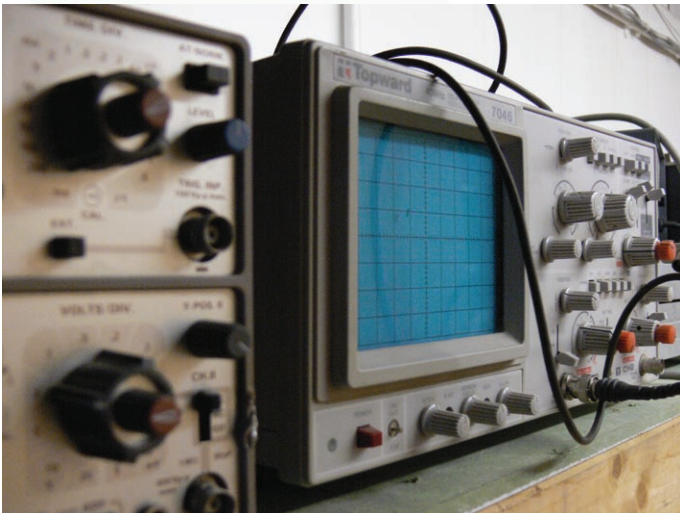


The heart of Nottingham Hackspace is the workshop, where you'll find most tools along with various consumables.

Facilities in the workshop include workbenches, an electronics bench complete with oscilloscopes & PCB etching equipment, bike parking & repair facilities, CNC machines, laser cutters, hand & power tools for joinery & metalwork, a sink plus screen printing equipment, & a brewing station.

Some of the tools & facilities in here are on loan from other members. Please respect things, put them back where you found them, & ask about anything if you're not sure.

Worksurfaces that are regularly used, such as the benches in the workshop & the large table in the blue room, are designated as clear zones. Please make sure to clear these areas after working on them; the space is less usable. It also looks rubbish when stuff is left out.



# Kitchen & Snackspace



The kitchen is equipped with storage, tea making facilities, a microwave, a dishwasher, several fridges & a couple of arcade machines.

Tea & coffee are free to members, but you'll probably have to provide your own milk, & there is a donations jar in the kitchen if you'd like to contribute any extra toward them. Mugs are in the cupboard above the sink, & the fridge on that side of the room is also for members to store things such as drinks or lunch. Please use everything you keep in there, or dispose of it before it goes off.

In the kitchen you will also find recycling bins for cardboard, cans, plastic bottles, etc.

The shelving & the fridge pictured below are stocked with snacks & drinks. There is a price list on top of the shelves, along with a jar for money. At present, it operates on an honesty system. If a member doesn't have the money or change that day, they're also welcome to put their name on the IOU whiteboard beside the microwave, along with the total they owe for snacks & drinks.

Snackspace is run by James Hayward, & he appreciates people clearing their IOUs regularly. They are also collected at the end of the month, but if stocks are low & people owe a lot, the IOUs may be called in at any time.





# The Blue Room

The blue room is a members only area of the space. Inside it are several desks, the Nottingham library, a large co-working table, several printers, a dual screen PC, a drawing table & a RepRap 3D printer.

It's provided as a peaceful area where members can work if there is a large event going on in the main space.

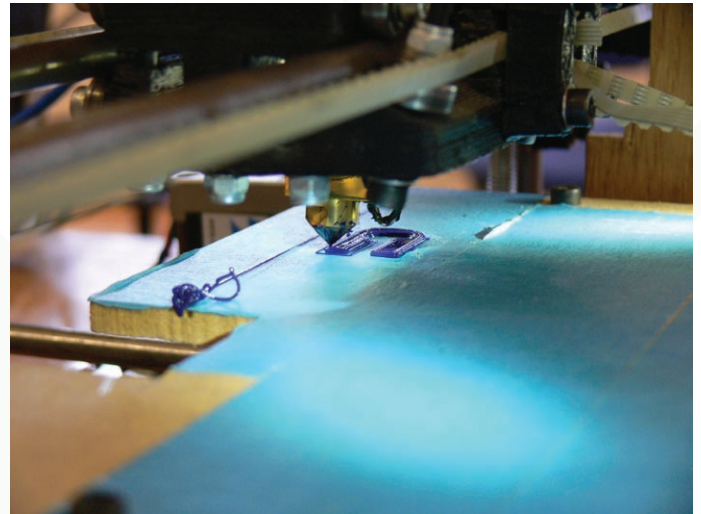
In winter, it's also one of the smaller areas of the hackspace that can be heated economically.

# Guests

Outside of open hack nights, guests are welcome at Nottingham Hackspace if accompanied by a member.

It's expected that if they're using the space & any consumables or facilities within it, they or the member that invited them makes an appropriate donation.

Please do not give out the wifi password or door codes to people who are not hackspace members.



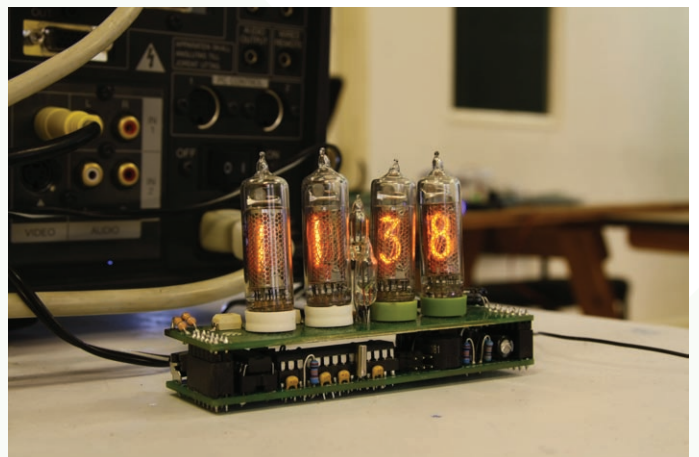
# Questions?

If you have any questions or requests, the best places to ask are the public group (unless your question involves confidential stuff), the IRC channel, or in person at the Open Hack night, which is every Wednesday from 18:30.

At present, David Hayward & Dominic Morrow handle membership enquiries, through [membership@nottinghack.org.uk](mailto:membership@nottinghack.org.uk). If there's anything you can't get answered on the public google group, just get in touch.

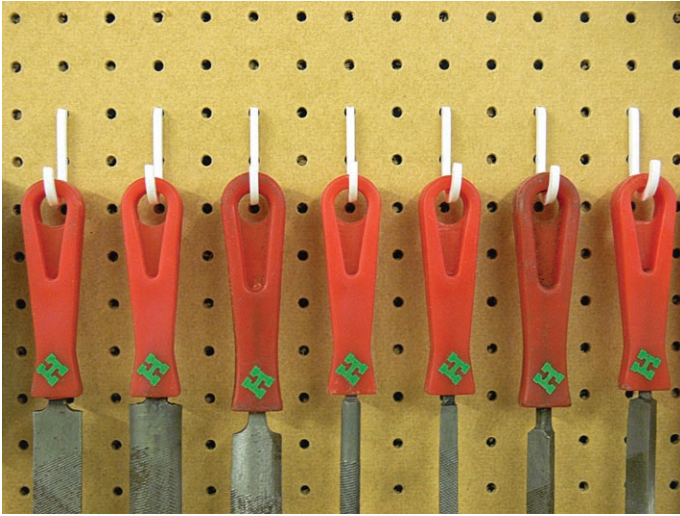
We'd like to emphasise that the hackspace is your space as much as it's everyone else's. Just like every other member, you're paying a share of the running costs. We strongly encourage you to get to know other members, ask questions & talk a bit about your own projects.

We look forward to seeing you at the space more!





# Thanks



For letting us use their faces, events and projects in this manual:

Ben, Jake, Michael E., Jay, David C., David H., Ashfaq, Amy, Brendan, Dominic, James F., Michelle, Matt L., Spencer, Fuzzy, Holly, Tony, Dylan, and [www.bikehood.co.uk](http://www.bikehood.co.uk).

For making it possible for us to move into such a large hackspace:

Adam Brown, Andrew Thorpe, Boing Boing, Cal, Carlos Pereira Atencio, Chris Butler, Christopher Hardy, Colin Powers, Cory Doctorow, Daniel Hagon, Eric Lagace, Gareth Howell, Gemma Cameron, Gerard van Schip, GJ Williams, Hackspace Foundation, Hayley Thompson, Iain Sharp, Jack Thomas, James Fowkes, John Crouchley, John Sullivan, Jorg Roedsjoe, JP Hastings-Spital, Ken Boak, Mark Lewin, [www.re-innovation.co.uk](http://www.re-innovation.co.uk), Matt Lloyd, Michael Erskine, Michael Pechner, Michael Procter, Nigel Jett, NYC Resistor, Patrick Smears, [www.wrhpv.com](http://www.wrhpv.com), Russell Davies, T Sanders, Tony Shannon, and txteva.

